



# Recording Associate - Lead

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 504  
Supervisory: Lead  
Reports to: Administrative Supervisor -  
Recorder

### Summary

Under the general guidance of the Administrative Supervisor – Recorder, performs a variety of clerical duties designed to expedite the processing, recording and filing of legal documents presented to the Utah County Recorder's Office. Performs the most complex duties within the assigned function at the full performance level and is responsible for leading and training others.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Record documents received through the mail, over the counter or by electronic transmission; produce certified copies of official documents as requested; collect and receipt fees.
2. Record documents per statute requirements; affix Recorder's stamp; complete stamp fields including entry number, name of recorder, county where recorded, date and time of recording, fee charged, and requesting party.
3. Enter and retrieve data related to recordings of deeds, mortgages, liens, judgments, probates, leases, foreclosures, wills, mining claims, Union Commercial Code (UCC) financing statements, defaults, assignments, small claims, divorces, satisfactions, reconveyances, subdivision, and annexation and miscellaneous maps; index according to established procedures; ensure accuracy of completed entries.
4. Receive documents from title companies, other professionals, and individuals; index according to established procedures.
5. Scan and save documents into the record keeping system; prepare and run daily transmittal of scanned documents; review and analyze scanned documents and images for completeness and accuracy; locate and scan missing images, as needed.
6. Perform receptionist functions on a rotational basis or as assigned.
7. Train assigned workers as needed; follow up appropriately with supervisor, identifying areas for improvement.

### For Office Use Only

Job Code: 6570  
Job Title: Recording Associate - Lead  
FLSA: Non-Exempt  
Effective Date: 11/4/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

8. Perform various lead worker functions within assigned area; provide feedback on work performance of assigned personnel.
9. Conduct daily cash register balancing of receipts; process standard forms for verification of balance and deposit receipts and revenue according to established procedures.
10. Respond to inquiries in a timely manner; answer questions from the general public, title companies, and employees, as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of processes and laws related to land ownership records
- Knowledge of Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment including a 10-key calculator
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic bookkeeping
- Skilled in using various software programs unique to Utah County and/or the Recorder's Office
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand work instructions and follow broad objectives
- Ability to distill relevant and useful elements from vast amounts of information.
- Ability to multi-task
- Ability to train and lead others
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead to some and as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This position requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of complex clerical support work experience of which two (2) years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants with lead or supervisory experience.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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